

Internal/External Posting  
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS  
***An Equal Opportunity Employer***  
November 5, 2008

<b>Job Title:</b>	Correctional Officer (2 Positions)	<b>Position No.:</b>	64104340, 64104047
<b>Division:</b>	Pine Hills Youth Correctional Facility	<b>Bargaining Unit:</b>	MPEA-068
<b>Location:</b>	Miles City	<b>Supplement:</b>	Yes
<b>Status:</b>	Permanent/Full-Time	<b>Shift:</b>	To be determined
<b>Salary:</b>	12.571 per hour	<b>Pay Band</b>	3
<b>Benefits:</b> State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

**Application Deadline:** Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy:

Pine Hills Youth Correctional Facility  
Attn: Julie Straub  
4 North Haynes Avenue  
Miles City MT 59301

fax to (406)233-2232  
email [jstraub@mt.gov](mailto:jstraub@mt.gov)

**No later than 5:00 p.m., November 20, 2008**

Application materials are available on the web at [www.cor.mt.gov](http://www.cor.mt.gov). Try our NEW on-line application process at this link.

**Special Information:** A pre-employment test will be administered to all applicants who meet the minimum qualifications for this position. Applicants will be contacted by telephone or letter with a date and time for the test.

Pine Hills Youth Correctional Facility is the State correctional treatment facility for adolescent males committed to the Department of Corrections by the Youth Court. PHYCF provides clinical, nursing, education, recreation, group living and other services to treat the emotional, social and educational problems of these males. The Correctional Officer performs duties related to the care, custody and supervision of juvenile offenders placed at Pine Hills Youth Correctional Facility. Successful completion of a 6-month probationary period is required. Applicant must be able to pass a post employment physical and be able to perform physical interventions, including the use of physical restraints, participation on the Quick Response Team, and using Gas Mask respirators and self-contained breathing apparatus when necessary.

Applicants for this recruitment may be considered for future similar positions within this facility for up to thirty (30) days after the above closing date.

**Working Conditions:** The successful candidate must be able to withstand the pressures of youth in a highly volatile environment, at times necessitating the use of physical restraint techniques. Must not be easily physically or verbally intimidated.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Julie Straub at 406-233-2251.

**Equal Employment Opportunity Employer:** The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis and will provide, upon request, reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections and Pine Hills Youth Correctional Facility is a smoke free/tobacco free agency and campus.

**Typical Duties:**

- Supervises, monitors, and maintains awareness of the location of juveniles under his/her responsibility.
- Supervises, monitors, and coordinates daily juvenile routines (i.e. phone calls, showers, meals, details, school, etc.).
- Coordinates and controls juvenile movements in a timely manner according to established schedules.
- Observes, reports, records and intervenes on juvenile behavior to facilitate progress or treatment goals.
- Interprets and documents group dynamics and behavior.
- Selects and implements appropriate intervention(s) to allow positive learning experience for juveniles, while maintaining safety and security of the facility for juveniles and staff.
- Utilizes approved physical restraint techniques in response to emergency situations.

**Qualifications:**

**A. Thorough knowledge of:**

- juvenile behavior.
- agency treatment goals and objectives.
- agency policy regarding behavior intervention.
- policies, methods, procedures and techniques of resident care, training and control.
- forms and processes used in various record keeping duties.

**B. Ability to:**

- prepare and maintain clear and concise records, reports and summaries.
- follow explicit oral and written instructions.
- act as a role model for residents.
- communicate effectively verbally and in writing.
- establish and maintain effective work relationships with those contacted in the course of work.

**Competencies:**

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern. Develops and maintains professional relationships with staff and youth. Able to communicate with people who are difficult, hostile, or distressed. Sensitive to individual and cultural differences. Represents the facility

and the department in a professional and courteous manner

**Judgment:** Takes a sensible and logical action after identifying and considering alternative actions and possible consequences. Makes sound decisions based on the information available and takes accountability for decisions.

**Flexibility and Adaptability:** Adapts to change and copes with change, work pressure and decisions made by others.

**Integrity and Honesty:** Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating ethical standards on the organization, self, and other staff.

**Safety:** Complies with applicable safety standards and performs duties in a safe manner.

**Self-Management:** Displays initiative, effort and commitment toward completing assignments in a timely manner; works with minimal supervision; demonstrates responsible behavior; is motivated to achieve positive results for self, coworkers, offenders and the community.

**Team Work:** Displays cooperation, pride, trust and group identity; works with others to achieve goals; and openly shares information, knowledge, and expertise with co-workers.

**Professional growth:** Actively seeks to increase knowledge, skills and abilities relating to the performance of job duties. Uses knowledge learned in formal training and on-the-job experience to improve performance of duties.

**Decision Making and Problem Solving:** Able to take action in solving problems while remaining unbiased, exhibiting sound judgment and a realistic understanding of issues; able to use reason when reviewing facts and weighing options.

**Education and Experience:** The above knowledge and abilities are typically acquired through a combination of education and experience equivalent to graduation from high school, completion of in-service training as required by the hiring agency, and one (1) year related work experience. During the probationary period, Correctional Officers must successfully complete Orientation and Field Officer Training. Correctional Officers must successfully complete the Juvenile Correctional Officer Basic Training during the first year of employment.

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form, pre-employment testing, a structured interview; supplemental questions, and an extensive background check. Application materials required are:

**Application**

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93).  
**Portions of the application may be photocopied if legible (see page 1 for instructions).**

2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.

3. Authorization to Release Information. This Authorization is required for all position within the Department of Corrections. **\*\*HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST**

**FOR DATE OF BIRTH\*\* (See Attachment).**

**Selection:**

- ✓ Pre-employment testing
- ✓ Structured interview
- ✓ Employment references showing successful work experiences
- ✓ Background criminal background check – record must be free of all misdemeanor/felony convictions of record

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

FOR FURTHER INFORMATION GO TO [www.cor.state.mt.gov](http://www.cor.state.mt.gov)

**\*\*SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE\*\***

<b>Job Title:</b>	Correctional Officer	<b>Position Number:</b>	4340, 4047
<b>Application Deadline:</b>	November 20, 2008	<b>Department:</b>	Corrections

**PINE HILLS YOUTH CORRECTIONAL FACILITY  
REFERENCE AND CRIMINAL BACKGROUND CHECK AUTHORIZATION FORM**

<b>Applicant's Name:</b>	
<b>Other names Used:</b> (i.e.: maiden name, previous married names)	
<b>Social Security Number:</b>	
<b>Date of Birth:</b>	
<b>List of states where you have resided:</b>	

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?  
 \_\_\_\_\_ If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

\_\_\_\_\_ No \_\_\_\_\_ Yes      Date: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_